NOTICE IS HEREBY GIVEN that the Marin Community College District, acting through its Governing Board, hereinafter referred to as the District, is seeking Statements of Qualification from Energy Consultants ("Consultants") with experience developing, implementing, monitoring and maintaining an energy performance plan for cost reduction and sustainability for public higher education institutions. The services provided will be solely for District’s Measure C Bond Capital Improvement Program. Specific services will include, but are not limited to, developing, implementing, monitoring and maintaining energy performance contracts; developing a District wide energy infrastructure improvement project associated with the overall District Master Plan and major and minor modernization projects for all District premises, including, the Kentfield Campus in Kentfield, CA, the Indian Valley Campus in Novato, CA, and Bolinas Marine Biology Laboratory in Bolinas, CA. The Consultant will work closely with the Facilities staff and program management team to develop the overall energy management plan.

The focus of the District’s Measure C Bond Capital Improvement Program is replacing obsolete facilities and renovating and modernizing the remainder of its facilities. Following is a list of potential projects:

Kentfield Campus – Modernizations
- Science Center
- Fine Arts Building
- Fusselman Hall
- Student Services Building
- Learning Resources Center
- Harlan Center
- PE Complex

Kentfield Campus – New Construction
- Liberal Arts Complex or Science Center
- Multi-purpose Academic Building
- Campus Service & Facility Center

Indian Valley Campus - Modernizations
- Pomo Complex—renovation, enhancement, and extension
- Ohlone Complex Capital Preservation
- Miwok Complex Capital Preservation
- Administrative/Bookstore/Childcare Complex Capital Preservation
- Library Capital Preservation
- Pool and Boiler Complex Capital Preservation
District Wide
- Bolinas Marine Biology Laboratory - Renovation
- Technology Improvements
- Infrastructure Projects (Utilities, Roads, Parking and Signage)
- Energy Efficiency Improvements
- ADA Improvements

All Statements of Qualifications received will be reviewed and ranked according to specific criteria. The top rated firms will be notified and asked in for an interview.

There will be a mandatory Pre-Submittal Conference for all interested Consultants at 9:00 am on Friday, May 27, 2005 at the Indian Valley Campus, Administrative Services, Building 9, Room AS 101.

**Statements of Qualification:** Submittals will be received from only Consultants who have completed the District’s Professional Consultant Request for Qualification questionnaire and specified qualification report. This notice is available at http://www.marin.cc.ca.us, or by contacting Ben Cayabyab at the email address below. **The Request for Qualifications will be available through the same sources on May 24th.** All submittals must be marked clearly on the envelope with the firm’s name and “Statement of Qualification for Energy Consultants.” ALL submittals shall consist of two (2) printed copies and one digital copy saved on CD. Submittals are limited to 30 pages. The 30 page limit does not include the cover letter, table of contents, tabs, Attachment A or Attachment B. Sealed submittals must be sent by mail, recognized carrier, or hand delivered to:

Swinerton Management and Consulting, Inc.
College of Marin
Attention: Elizabeth Tucker
P.O. Box 144003
835 College Ave, Building MS-3
Kentfield, CA 94904

Elizabeth.Tucker@marin.cc.ca.us

It is the responsibility of the submitting firm to deliver the Statement of Qualification to the address stated above by 2:00 pm on June 9, 2005.

Firms that previously submitted a Statement of Qualification on March 14th do not need to resubmit.

**Late submittals will not be accepted or considered.**

**Procurement of Statements of Qualification:** Submittals will be received from only Consultants who have completed the District’s Professional Construction Consultant Request for Qualification questionnaire and specified qualifications report.

**Evaluation of the Statement of Qualifications:** The District’s evaluation is solely for the purpose of determining which consultants are deemed responsible and qualified. Statements of Qualification will be reviewed and a determination will be made by the District based upon the submitted SOQ application and any other information available to the District. The District may request a Consultant to submit additional information pertinent to the Submittal. The District also reserves the right to investigate other available sources in addition to any documents or information submitted by the Consultant.
The District retains the sole discretion to determine issues of compliance and to determine whether an applicant is responsive and responsible. The District will determine a Consultant’s quality, fitness and capacity to perform the requested services satisfactorily. The District’s decision on Qualification will be based on the evaluation of several factors including but not limited to the following:

1. Approach to defining requirements and providing services
2. Firm experience on comparable programs
3. Experience of proposed personnel
4. Litigation and Arbitration History
5. Disqualification from Previous Projects
6. Compliance with Prevailing Wage Requirements
7. Insurance Requirements

Statements of Qualification will be prioritized based upon experience with comparable projects in environments similar to the Marin Community College District Capital Improvement Program (CIP).

**Prevailing Wage Requirements:** Consultants are further informed that they will be subject to and must comply with all of the requirements under the California Labor Code to pay the general prevailing rate of per diem wages and for holiday and overtime work to all workers employed by the consultant. Copies of prevailing rates of per diem wages are available from the Department of Industrial Relations, State of California.

**Confidentiality:** Responses to the SOQ questionnaire and specified qualification report and any financial information submitted for SOQ evaluation are not public records and not open to public inspection. The District will maintain the confidentiality of these records to the extent permitted by law. In the event a third party requests these confidential records, the District will notify the affected consultant, and it shall be the consultant's responsibility to defend the District in any action to compel disclosure of the consultant's confidential information.

The Marin Community College District is an equal opportunity employer.

Board of Trustees
Marin Community College District

Published: May 24, 2005
May 31, 2005
**GENERAL CONDITIONS**

Each submitter must answer all of the following questions and provide all requested information, where applicable. Any submitter failing to do so may be deemed to be not responsive to this Request for Statements of Qualification at the sole discretion of the Marin Community College District. All information submitted for evaluation will be considered official information acquired in confidence and the District will maintain its confidentiality to the extent permitted by law. Any submitter found to be not qualified as a result of the submitter’s answers to this Statement of Qualification application form and specified report will receive written response from Bond Measure C Executive Director on behalf of the Marin Community College District explaining the decision. If the submitter can refute some of the facts upon which the decision was based, the submitter can request a hearing of the Bond Measure C Executive Director for the Marin Community College District to appeal the decision. The decision of the Executive Director is final and may not be appealed within the District.

1. The District’s review shall include an appraisal of the candidates’ education, similar project experience and project successes and may include an interview.

2. The issuance of this Statement of Qualification request creates no obligation on the part of the District and the District reserves the unconditional right, at its option, to either reject all submittals applications or waive any irregularities or informalities therein.

3. Submitters may withdraw their Statement of Qualification either personally, by written request, or by telegraphic request confirmed in the manner specified above, at any time prior to the scheduled closing time for receipt of submittals. No submitter may withdraw their Statement of Qualification after the time set for submittal.

4. In the event of any conflicts or ambiguities between these instructions and State or Federal laws, regulations or rules, then the latter shall prevail.

5. Deviations to the attached specifications must be clearly indicated. No deviations will be considered unless specified in a separate specification sheet and attached to the Statement of Qualification.

6. Submission of a signed Statement of Qualification will be interpreted to mean that the Submitter has thereby agreed to all conditions, instructions, descriptions and specifications contained herein.

7. Once submitted, all Statement of Qualifications become the property of the District.

8. All Statements of Qualifications shall remain fixed for ninety (90) days following closing date for receipt of submittals.

**General Conditions for Content.** The SOQ shall be clear and concise to enable management-oriented personnel to make a thorough evaluation and arrive at a sound determination as to whether the SOQ meet District’s requirement. To this end, the SOQ should be as specific, detailed and complete as to demonstrate clearly and fully that the Applicant has a thorough understanding of and has demonstrated knowledge of the requirements to perform the Work.

**Explanations to the SOQ.** Any explanation requested by an Applicant regarding the meaning or interpretation of this Request for Statements of Qualification must be requested in writing by **5:00 pm on Thursday, June 2, 2005.** Oral explanations or instructions will not be binding. Any information provided to any prospective Applicant concerning this Request for Statements of Qualification will be furnished to all prospective Applicants as an Addendum to the SOQ Documents.
Acknowledgement and Release. By signature and date on this page (of this document), prospective applicant authorizes any financial institution, credit reporting agency and/or service, legal firm or any other type of business, agency or individual named within this document to release to the District (or District’s designated representative) any and all information as that information relates, or could relate, to their ability to evaluate the background, stability and general worthiness of this applicant to perform current or future professional consultant activities if Approved and awarded a contract by the District.

a. A photocopy of this page (with the applicant’s signature and date) shall be deemed as valid as an original document with the applicant’s original signature.

b. This Acknowledgement and Release shall remain in effect until such time as the applicant, in writing, requests that the District cease any attempt to evaluate himself/herself/themselves as potential Approved applicant for architectural, engineering and professional construction consultant services on the campuses of the Marin Community College District.

Reserved Right. The District reserves the right, for the sole purpose of evaluating a potential Pre-Qualification candidate (applicant), to make other inquiries as permitted by law.

Acknowledgement and Release:

<table>
<thead>
<tr>
<th>(Printed name and title)</th>
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<tbody>
<tr>
<td>Signature</td>
<td>Date</td>
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</table>
INSTRUCTIONS

1. All Statements of Qualifications shall be submitted in the order and format specified, completed and signed. Submittals shall be typewritten. General text font 11 or larger. ALL submittals shall consist of two (2) printed copies and one digital copy saved on CD and must be received by mail, recognized carrier, or hand by the date and time specified above. All questions and correspondence should be directed to:

   Swinerton Management and Consulting, Inc.
   College of Marin
   Attention: Elizabeth Tucker
   P.O. Box 144003
   835 College Ave, Building MS-3
   Kentfield, CA  94904

   Elizabeth.Tucker@marin.cc.ca.us

3. It is the responsibility of the submitting firm to deliver the Statement of Qualifications to the exact location stated above before the specified date and time.

4. Cost of preparation of the submittal shall be borne by the submitter.

5. NO FAXED Statements of Qualification applications will be accepted.
The purpose of this Statement of Qualification is to demonstrate your firm's ability to provide the required energy consultant services. A major consideration will be expertise in large-scale Public Works consultant services. Consultants are urged to submit concise submittals, appropriate to the scale of the project and only include items that are relevant to this specific program. For the selection committee's ease in reviewing submittals, please index and number all pages. A qualifying Statement of Qualification must address all of the following points in the order listed:

1. **Cover Letter** - A maximum one-page, dated Introductory Letter must be submitted including the legal name of the respondent, address, telephone, website address, and fax numbers, and the name, title, email address and signature of the person(s) authorized to submit the Statement of Qualification on behalf of the firm.

2. **Table of Contents** - A Table of Contents of the material contained in the Statement of Qualification should follow the Cover Letter.

3. **Completed Questionnaire.** Submitter shall include a completed Statement of Qualification Questionnaire (Exhibit A). Submitter shall make sure its answers to the Questionnaire describe itself, Key Personnel proposed and the public works history of each. Add supplementary information if necessary, if you believe that such information would benefit the Submitter in receiving a positive result of this Statement of Qualification process. The Questionnaire (Exhibit A) includes the following:
   a. **Capability to Provide the Required Insurance.** Submitter shall provide a letter from an insurance company/insurance underwriter confirming that the insurer will provide Submitter the minimum coverage(s) and amount(s) included herein:
      i. Comprehensive General Liability, no less than that of a standard Commercial General Liability Insurance policy ("Occurrence Form"). Such insurance shall provide for all operations and include independent consultants, products liability and completed operations for one year after Final Completion of last phase to be completed and acceptance of the final payment.
         1. Insurance coverage amount(s) shall be no less than: Comprehensive General Liability - $5,000,000 for each occurrence - $5,000,000 general aggregate limit - $5,000,000 aggregate for products and completed operations.
      ii. Comprehensive Automobile Liability, covering all owned, non-owned, and hired vehicles.
         1. Insurance coverage amount(s) shall be no less than: $1,000,000 each person Bodily Injury - $1,000,000 each occurrence Bodily Injury - $1,000,000 each occurrence Property Damage.
         2. All-Risk Course of Construction, for physical loss or damage to the work, temporary buildings, false work, and materials and equipment in transit, and shall insure against (at least) the following perils or causes of loss: Fire, lightning, extended coverage, theft, vandalism, malicious mischief, debris removal, water damage, and demolition occasioned by enforcement of Laws.
         3. Insurance coverage amount(s) shall be no less than: 100 percent of the completed value of the work that was lost or affected.
         4. Deductible shall not exceed $10,000 and shall be the responsibility of the Submitter/Consultant.
      iii. Worker’s Compensation Insurance, in accordance with the most recently amended version of the “Workers’ Compensation Insurance and Safety Act”
         1. Insurance coverage amount(s) shall be that amount established by the State.
iv. Professional liability ("errors and omissions") insurance covering CONSULTANT’s activities, in the amount not less than $1,000,000.00 with an insurance carrier satisfactory to DISTRICT for the period covered by this Agreement. Immediately upon execution of this Agreement and before commencing any services hereunder, CONSULTANT shall furnish to DISTRICT satisfactory proof that CONSULTANT has such insurance. In addition, to the extent that the activities and services of engineers or consultants are not covered under CONSULTANT’s professional liability insurance, CONSULTANT shall cause each engineer and consultant, before the time such engineer or consultant commences any services related to this Agreement, to obtain and maintain a policy of professional liability insurance in an amount of not less than $500,000.00 with an insurance carrier satisfactory to DISTRICT.

iv. Other Requirements: The following requirements apply to all insurance to be provided by Consultant:
   1. A Certificate of Insurance shall be furnished to the District prior to commencement of work. Upon request by the District, Consultant shall provide a certified copy of any insurance policy to the District within ten (10) working days.
   2. Certificates and policies shall state that the policies not be canceled or reduced in coverage or changed in any other material aspect without thirty (30) days prior written notice to the District.
   3. The insurance company or companies shall provide signed copies of the specified endorsements for each policy. Said endorsement copies shall be submitted within thirty (30) days of execution of this Agreement. Said endorsement must name Marin Community College District as the additional insured.

v. Approval of the insurance by the District shall not relieve or decrease the extent to which the Consultant may be held responsible for payment of damage resulting from Consultant’s services or operation pursuant to this contract.

b. Litigation History. Description of litigation history for the past ten years, including names of involved parties, nature of dispute, and disposition.

c. Fees
   1. Hourly rates should be based on the prevailing wage rates as established by the State of California.
   2. In addition to providing a unit price list, submit itemized hourly fee schedule and a unit price list for:
      - Minimum charge for field time and interval of calculation
      - Regular business hours and rates for all alternatives
      - Report preparation charges
      - Other miscellaneous charges not outlined in the Statement of Qualification (if there is none, please indicate none).
   3. The unit prices shall include all associated expenses, insurance, printing, plotting, communications, shipping, travel, overhead and profit. In addition, please indicate a minimum call out charge and overtime rates.

4. Executive Summary - The Executive Summary should contain an outline of your business approach along with a brief summary of your qualifications to engage in a professional relationship with the Marin Community College District.
5. **Narrative** - Provide a **Comprehensive Narrative** of the energy consultant services offered by your firm.

Include a brief description of the following:

a. The firm’s experience with the Division of the State Architect.

b. Experience with energy management plans for higher education institutions, including community colleges, state colleges, and universities and bond funded planning and construction processes.

c. Firm’s knowledge of K-14 construction in California including understanding and knowledge of Field Act requirements.

d. Experience with design build contracting for project delivery.

e. How does your firm handle design discipline coordination?

f. Experience in energy conservation for community college districts and your approach to modernization projects versus new construction.

g. How does your firm share information with other members of the project team throughout the life of a project?

h. Firm’s experience and approach to value engineering. Include firm’s approach to optimizing cost or performance of a project or system. Include a discussion of how you incorporate information obtained from your detailed energy assessments and analysis.

i. Description of budgeting, cost and quality control methods.

j. The Firm’s approach to planning and design with respect to energy analysis and long term solutions.

k. The firm’s experience and approach with cost estimating.

l. The firm’s experience and approach to bidding and awarding construction contracts.

m. The firm’s experience and approach to construction administration.

n. The firm’s experience and approach to project management.

o. Describe your firm’s philosophy of integrated design, sustainability, and environmental stewardship. Discuss efforts to conserve natural resources, reduce, reuse and recycle building materials.

p. The firm’s experience with sustainable/green design projects and LEED certified projects.

q. How does your firm incorporate the commissioning process into design requirements? Specifically discuss building automation system (BAS) and energy management system (EMS) commissioning.

r. Has your firm been disqualified from working for the District or any other public entity?

2. You are invited to include information not covered above which you feel may be useful.

6. **Experience** - The provided experience information shall contain at a minimum:

a. **Recent Projects (Exhibit B)**. Describe your experience with at least three public educational projects. Include the scope of projects, description and construction costs, if known. Provide contact names and phone numbers.
Describe your experience with the relevant State and Local Agencies on recent projects.

b. **Resumes of Proposed Key Managerial/Supervisory Personnel.** Submitter shall provide a resume for each person individually named in this document. Include no less than the following:
   i. Name and proposed assignment of Key Personnel; do not include home addresses or home phone numbers.
   ii. Years with Submitter (or years associated with proposed JV team members), total years of experience
   iii. Years experience acting in the capacity of the proposed assignment for this Pre-Qualification
   iv. Education - degrees, schools and years obtained
   v. Professional Registrations and other certifications
   vi. Experience directly related to Public Works Construction
   vii. At least two client references, including contact names, addresses and telephone numbers
   viii. Description of projects of a similar nature worked on in the past five years
   ix. At the time of Bid, the Consultant will be required to reconfirm staff assignments to the project based on this submittal. If any of the staff listed in the SOQ are no longer employed by the firm at the time the project starts, or are otherwise unavailable, the firm’s Bid may be considered non-responsive. The Owner may consider substitution of listed staff by others; however, comparable project history and other relevant information must be submitted to the Owner for approval, prior to the determination of Bid results.

7. **Indemnification**
   Consultant shall defend, indemnify and save harmless the District, its officers and employees, from any and all claims, demands, damages, costs, expenses, judgments, attorney fees or any liability arising out of this contract or attempted performance of the provisions hereof predicated upon theories set forth below in subparagraph 1 below:
   
   1. The theories referred to above are theories based on any of the following committed by the Consultant, its agents, employees or other independent Consultants directly responsible to Consultant:
      
      a. Violation of statute, ordinance or regulation.
      b. Professional malpractice.
      c. Willful, intentional or other wrongful acts or failures to act.
      d. Negligence or recklessness.
      e. Furnishing of defective or dangerous products.
      f. Completed operations.
      g. Premises liability.
      h. Violation of civil rights.
      i. Violation of any federal or state statute, regulation, or ruling resulting in a determination by the Internal Revenue Service, California Franchise Tax Board, or any other California public entity responsible for collecting payroll taxes, when the Consultant is an independent consultant

   2. Nothing contained in the foregoing indemnity provision shall be construed to require indemnification for claims resulting from the sole or
active negligence or willful misconduct of the District provided however, this exception shall not apply to claims, demands, damages, costs, expenses, judgments, or attorney fees arising from any design defect. Considering that almost no firms responded to this do we want to leave this is? It is really a contract issue to be addressed in that phase..

3. Nothing contained in the foregoing indemnity provisions shall be construed to require Consultant to indemnify District, against any responsibility or liability in contravention of Civil Code 2782. ditto above
EXHIBIT A

Statement of Qualification Questionnaire

Submitters shall complete the entire Statement of Qualification Questionnaire and submit it in accordance with Instructions provided by the District. Failure to complete the questionnaire or inclusion of any false statement(s) shall be ground for immediate disqualification.

PART A: CONTACT INFORMATION

Firm/Consultant Name:

______________________________________________________________

Business Address:

______________________________________________________________

Telephone: __________________________ Fax: __________________________

Email: ________________________________

Type of Firm:  Corporation: ______ Proprietorship: ______ Partnership: ______

Joint Venture: ______ Other (please describe): ______________

Name and title of person completing this questionnaire:

______________________________________________________________

Phone: __________________________ Email: __________________________

PART B: LICENSE, REGISTRATION AND/OR CERTIFICATION OF PRINCIPAL IN RESPONSIBLE CHARGE OF THE CONSULTANTS WORK.

1. The Consultant must be licensed in the State of California. Name and license or registration of Principal in responsible charge of the work on file with the California Department of Consumer Affairs:

______________________________________________________________

License/Registration Number: __________________________ Expiration Date: ______

Number of years license/registration has been issued: __________________________

Within the past five years, has the firm or any member of the proposed team been subject to disciplinary action by any State Agency or Professional Organization?

YES  NO

If yes, provide details of each action on attached page.
Have officers or principals of the firm ever had their license or registration suspended or revoked for any reason?
YES  NO  If yes, please explain on attached page.

PART C: SAFETY, PREVAILING WAGE, DISPUTES AND BONDS
1. Has there been an inquiry or charge by the U.S. Department of Labor, Division of Industrial Relations against your firm within the past five (5) years?
   YES  NO
   If yes, attach description of inquiry or charge and its status. Include: project name, project address, Date of Inquiry/Violation, Description of Inquiry/Violation, Current Status and/or Resolution.
2. Does your firm have any outstanding judgments, demands or liens resulting from violations of the California Labor Code, California Business and Professions Code or State Licensing laws?
   YES  NO
   If yes, attach description of outstanding judgment(s), demand or lien and its status. Include: project name, project address, Date of Inquiry/Violation, Description of Inquiry/Violation, Current Status and/or Resolution.
3. Is your firm currently under investigation by any Federal or state agency for failing to comply with Federal or state laws, including but not limited to the California Labor Code, California Business and Professions Code or State Licensing laws?
   YES  NO
   If yes, attach description of investigation and its status. Include: project name, project address, Date of Inquiry/Violation, Description of Inquiry/Violation, Current Status and/or Resolution.
4. Has your firm been cited for OSHA violations within the past five (5) years?
   YES  NO
   If yes, attach description of violation and its status. Include: project name, project address, Date of Inquiry/Violation, Description of Inquiry/Violation, Current Status and/or Resolution.
5. Does Submitter have home office safety representatives who visit/audit the job site?
   YES  NO
   Name and title of person:________________________________________
   Phone: ____________________________  Email: _______________________

PREVAILING WAGE PROVISIONS
1. Has Submitter been fined, penalized or otherwise found to have violated any prevailing wage or labor code provision? If yes, attach description of each occurrence.
   YES  NO
   If yes, attach description of violation and its status. Include: project name, project address, Date of Inquiry/Violation, Description of Inquiry/Violation, Current Status and/or Resolution.

PART D: DISPUTES: LITIGATION AND ARBITRATION HISTORY
List all projects within the last (10) years in which claims were made against your firm, or claims you made against an Owner or General Consultant, resulting in litigation, arbitration, mediation or settlement (attach additional sheets, if necessary).
LIST AND ATTACH ALL CURRENT AND/OR PENDING disputes:
1. Pursued via mediation, arbitration, or litigation
2. Initiated within the last ten (10) years
3. In which additional compensation is sought
4. Where breach of contract is alleged
5. Indemnity is sought
6. Between your firm (or any principal of your firm) and any Owner
7. Indicate here if there any attachments (write ‘See Attached’ or ‘None’):  

__________________________________________
PART E: FEE SCHEDULE

Using Microsoft Excel, list and include pricing for the services your company provides and the hourly rates for all positions/personnel categories expected to provide services to MCCD. Descriptions should be comprehensive and complete. Any diagrams or supplementary supporting materials should be included as appendices with appropriate references.

If your company is approved through this process, the prices provided shall be in effect for one year from the date of notification. These prices shall be in effect whether the consultant(s) are billed directly by the District or not.

PART F: INSURANCE INFORMATION

1. If Submitter has had their general liability insurance carrier for less than 5 years, please provide additional information below for balance of the last 3 years:

Agency Name:

Contact Name:

Phone Number:

Carrier: __________________________ A.M. Best Rating: __________________________

2. Has Submitter ever had insurance terminated by a carrier? Yes ______ No ______
If yes, explain on a separate signed sheet marked with correlating cross-reference to this paragraph of the questionnaire.

Insurance Declaration:
The undersigned declares under penalty of perjury that the insurance limits indicated above are true and correct and that this declaration was executed in

(County), __________________________, (State) on __________________________ (Date).

(Signature)

(Name and Title - Printed or Typed)

(Representing [Insurance Company Name]) (Firm Name)

(Address)

(Telephone Number) (Facsimile Number) (Email Address)

(ATTACH NOTARIZATION OF INSURER REPRESENTATIVE'S SIGNATURE)
EXHIBIT B
EXPERIENCE OF CONSULTANT/FIRM

The unique nature of the various Projects requires prior similar experience for the firm and the Key Personnel assigned. Summarize similar project experience below and provide the detailed project information requested:

List Key Personnel that will be assigned to the Work on the District projects:

Principle or Project Executive: ________________________________

Project Manager: __________________________________________

Lead Project Engineer: ________________________________

Recent Projects. List three recent projects completed for an Educational or Public entity in the past five years and indicate the Project Manager and Lead Engineer for each project. If a separate sheet is used, it must contain all of the following information:

1. Project Name: __________________________________________

   Location: __________________________________________

   Owner: __________________________________________

   Owner Contact (name and phone): ______________________

   Architect/Engineer: ________________________________

   Architect/Engineer Contact (name / phone number): ______

   Const. Mgr./Project Mgr. (name / phone number): ______
Description of Project, Scope of Work Performed:

________________________________________________________________________

________________________________________________________________________

Total Construction Cost:

________________________________________________________________________

Total Change Order Amount:

________________________________________________________________________

Original Scheduled Date of Completion:

________________________________________________________________________

Actual Date of Completion:

________________________________________________________________________

2. Project Name:

________________________________________________________________________

Location:

________________________________________________________________________

Owner:

________________________________________________________________________

Owner Contact (name and phone):

________________________________________________________________________

Architect/Engineer:

________________________________________________________________________

Architect/Engineer Contact (name / phone number):

________________________________________________________________________

Const. Mgr./Project Mgr. (name / phone number):

________________________________________________________________________
Description of Project, Scope of Work Performed:

________________________________________________________________________________________

________________________________________________________________________________________

Total Construction Cost:

________________________________________________________________________________________

Total Change Order Amount:

________________________________________________________________________________________

Original Scheduled Date of Completion:

________________________________________________________________________________________

Actual Date of Completion:

________________________________________________________________________________________

3. Project Name:

________________________________________________________________________________________

Location:

________________________________________________________________________________________

Owner:

________________________________________________________________________________________

Owner Contact (name and phone):

________________________________________________________________________________________

Architect/Engineer:

________________________________________________________________________________________

Architect/Engineer Contact (name / phone number):

________________________________________________________________________________________

Const. Mgr./Project Mgr. (name / phone number):

________________________________________________________________________________________
Description of Project, Scope of Work Performed:


Total Construction Cost:


Total Change Order Amount:


Original Scheduled Date of Completion:


Actual Date of Completion: